

DEVELOPMENT OF CONTRACTS TO BE SUBMITTED IN THE OFFER

A. GENERAL INFORMATION

The contract shall consist of the following:

Standard Agreement For IT Goods/Services Only (STD. 213 Rev 6/03)

Attachment 1 – Information Technology General Provisions

[http://www.documents.dgs.ca.gov/pd/modellang/ITGP%20June%202006%20\(Final\)1.pdf](http://www.documents.dgs.ca.gov/pd/modellang/ITGP%20June%202006%20(Final)1.pdf)

Attachment 2 – Information Technology Personal Services Special Provisions*

<http://www.documents.dgs.ca.gov/pd/modellang/personalservicespecial012103.pdf>

Attachment 3 – Statement of Work

(Section II G through L)

Attachment 4*– RFO DOF-0043-06*

Attachment 5*– Vendor's Offer

Items shown with an asterisk () are hereby incorporated by reference and made part of the agreement as if attached hereto.

These instructions are provided to explain how the contract is structured and how it will be modified to develop mutually agreeable final contracts. Because no negotiations nor alterations (unless specified otherwise) of the contract are permitted subsequent to the time established for the receipt of offer, it is imperative that vendor follow these instructions carefully in order to be fully responsive, from a contractual aspect to the RFO.

B. PREPARATION OF CONTRACT FOR FINAL OFFER SUBMISSION

The final proposed contract submitted with the Offer shall include the entire contract and must be completed as follows:

The signature of the person authorized to bind the contractor, contractually, must be on the front page of the Standard Agreement Form (STD. 213 Rev 6/03). Signature shall be an original on all required copies. The vendor should also complete the printed name and address as asked for under the box entitled "Contractor".

COST INFORMATION SHOULD NOT BE INCLUDED ON THE STD 213.